

VA Funding - Submission Flow Chart

Investigator*

Required Documents:

- Request to Review Research Proposal**
- Research Service Initial Review Form
- Full Funding Proposal
- Conflict of Interest Statements for each member of the study Staff

**May require additional documents

*Investigators may opt to obtain review by the R&D Committee prior to submission.

Submission to VA
Central Office
(Administrative Officer
for Research)

Investigator
(Local Approval
Submission)

Prereview by respective
subcommittee office

Possible Trainings / Administrative Activities Required (additional trainings / administrative activities may be required prior to research subcommittee approval):

- (If performing human subjects' research) Human Subject's Protection Training¹
- (If performing human subjects' research) Human Subject's Protection Credentialing²
- (If performing animal subjects' research) Working with the VA IACUC³
- (If performing animal subjects' research) Animal Specific Trainings⁴
- (If performing human subjects' research) Data Security Training⁵
- (If not employed by the VA) Without Compensation Appointments⁶

¹ Details may be found at: http://www.cleveland.va.gov/research/training_hsp.asp

² Details may be found at:

http://www.cleveland.va.gov/research/hsp_credentialing.asp

³ Details may be found at:

http://www.cleveland.va.gov/research/training_iacuc.asp

⁴ For details please contact Jaime Shuster (email: Jaime.Shuster@va.gov – phone 216 791 3800 6109)

⁵ Details may be found at:

http://www.cleveland.va.gov/research/training_data_security.asp

⁶ Details may be found at: <http://www.cleveland.va.gov/research/empwocomp.asp>

Required Forms:

- Full Funding Proposal
- Conflict of Interest Statements (for each member of study staff)
- ACORP*** (as applicable)
- IRB Initial Review Application (as applicable)
- IRB Research Plan*** (as applicable)
- HIPAA Waiver (as applicable)
- HIPAA Authorization (as applicable)
- Consent Waiver (as applicable)
- Request for Expedited Review (as applicable)
- Consent Documents (as applicable)
- Research Protocol Safety Survey (Expedited or Full Version; as appropriate).

***May require additional documents.

Non-Research Administrative / Committee Approvals:

- Environment of Care (for studies using electrically line operated devices – 216 791 3800 4185 Anthony.Lelli@va.gov)
- Pharmacy & Therapeutics (for studies administering experimental agents to humans – 216 791 3800 4841 Alice.Leone@va.gov)
- Radiation Safety (for studies using ionizing radiation – 216 791 3800 5405 Steven.Landgraf@va.gov)
- Laser Safety (for studies using free standing lasers – 216 791 3800 5409 Edward.Burney@va.gov)

